

**M e m o r a n d u m**

Date: August 17, 2010

To: Telecommunications Section

Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Platte Mountain remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Platte Mountain remote site was completed by the Property Inspector (PI) on June 8, 2010. No property was found under the general inventory control (Attachment B).

According to the Office of Primary Interest (OPI) inventory list, the Platte Mountain remote site did not indicate property assigned to the site. However, when comparing equipment located at the Platte Mountain remote site to the OPI inventory list, five items were located (Attachment C). Four items, base stations and cavity resonators, indicated they were assigned to the Department of General Services (DGS) but were located at the Platte Mountain site. One item, a cavity resonator, did not have a CHP decal and was not recorded in the asset database. The property inspection results of equipment located at the Platte Mountain remote site are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by November 15, 2010.

*Safety, Service, and Security*

Telecommunications Section

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In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "E. Sanchez", followed by the letters "KOR" in a stylized, possibly stamped or typed, font.

E. SANCHEZ, Captain  
Interim Inspector General

#### Attachments

cc: Office of Assistant Commissioner, Staff  
Information Management Division  
Office of Inspector General, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
PLATTE MOUNTAIN (RS2414)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Cavity Resonator	R60157		X				Indicates equipment at the DGS
Cavity Resonator	R85592		X				Indicates equipment at the DGS
Base Station	R338662		X				Indicates equipment at the DGS
Base Station	R338664		X				Indicates equipment at the DGS
Cavity Resonator	no number		X				Not listed in the inventory report, affixed label on equipment shows 44.84 Platte Mtn.

# **ATTACHMENT B**

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# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
Platte Mountain (RS2414)**

ATTACHMENT C

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1 R60157	Cavity Resonator				X			Indicates equipment at the DGS
2 R85592	Cavity Resonator				X			Indicates equipment at the DGS
3 R338662	Base Station				X			Indicates equipment at the DGS
4 R338664	Base Station				X			Indicates equipment at the DGS
5 no number	Cavity Resonator				X			Not listed in the inventory report, affixed label on equipment shows 44.84 Platte Mtn.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# SUPPORTING DOCUMENTATION



2414-01

**Item Number**

**Look up by**

☒ **Tag #**   ☐ **Serial #**

**Look up**

**Asset Information**

**Asset #** R60157

**SN**

**Model #** TWPC0408-4SP

**Description** ANTENNA CAVITY RESONATOR T6-0261

**Vendor Name**

**Warranty End**

**Asset Key** ANTENNA CAVITY RESONATOR T6-0261.TWPC0408-4SP.NONE

**Location** DGS.D.0321.0

**Vehicle #** OCIO

**Assigned to Vehicle LC#**

2414-02

**Item Number**

**Look up by**

☒ Tag #   ☐ Serial #

**Look up**

**Asset Information**

**Asset #** R85592

**SN** 4133

**Model #** TWPC0408-2-SP BAND

**Description** CAVITY RESONATOR

**Vendor Name** UNKNOWN

**Warranty End**

**Asset Key** CAVITY RESONATOR.TWPC0408-2-SP BAND.NONE

**Location** DGS.D.0321.0

**Vehicle #** OCIO

**Assigned to Vehicle LC#**

2414-03

**Item Number**

**Look up by**

☒ **Tag #**   ☐ **Serial #**

Look up

**Asset Information**

**Asset #** R338662

**SN** 2446021

**Model #** VHF LOW BAND, 71-BS105

**Description** BASE STATION

**Vendor Name** COMTRONIX OF HEMET

**Warranty End** 14-OCT-2014

**Asset Key** BASE STATION.VHF LOW BAND, 71-BS105.NONE

**Location** DGS.D.0321.0

**Vehicle #**

**Assigned to Vehicle LC#** PLATTE MTN

2414-04

**Item Number**

**Look up by**

☒ **Tag #**   ☐ **Serial #**

Look up

**Asset Information**

**Asset #** R338664

**SN** 2554125

**Model #** VHF LOW BAND, 71-BS105

**Description** BASE STATION

**Vendor Name** COMTRONIX OF HEMET

**Warranty End** 14-OCT-2014

**Asset Key** BASE STATION.VHF LOW BAND, 71-BS105.NONE

**Location** DGS.D.0321.0

**Vehicle #**

**Assigned to Vehicle LC#** PLATTE MTN